

**ST. MATTHEW PARISH**  
**MINUTES – FINANCE COMMITTEE**  
**JUNE 15, 2010**

Present: Father Pat O’Loughlin, Tom Schneider, Bill Ahlstrom, Jeff Slusar & Mike Kuick

Absent / Excused: Jeff Menz, Glenn Margraff & Travis Adler

Meeting called to order: Approximately 7:00 P.M.

1. The meeting was called to order by Bill Ahlstrom. The meeting opened with the reading of the Gospel of the Week. The Committee then reflected on the Question of the Week followed by sharing in the Prayer of Stewardship.
2. Review of Minutes from the May 18, 2010 meeting. Minutes were approved as presented.
3. Review of the May 2010 Financial Statements and Schedules. Tom Schneider presented an overview of the financial statements with discussions on the various departmental schedules. Items of note from the financials are as follows:

**Balance Sheet:**

- a. Our two Money Market accounts are down \$31,370 from last year at this time due to “Capital Improvement schedule” spending of \$98,692 from reserves/designated funds. This includes Auction funds, boiler project, bequest of \$10k, Athletic Association, and Security System improvements (not part of reserve spending)—all detailed on the Capital Improvement Income Statement.
- b. Tom indicated Athletic Court Proposal was approved by the Parish Council with the funding contingencies discussed at the May Finance Committee meeting. We will be using two of our designated funds, and eliminating them in the process: (1) the parking lot paving fund and (2) the Athletic Association Deferred/Designated.
- c. We have a \$40,000 6 month CD maturing on July 10<sup>th</sup>. The committee agreed to deposit the funds in the money market account for liquidity at this point and wait to see the cash needs for summer before determining to take out a new CD.

**Income Statement:**

- a. In May, we had a \$31,096 loss in our subsidized programs. The total for all programs excluding the Building /FIOF Funds in the month was a \$32,315 loss.
- b. Our YTD loss in subsidized programs is \$34,369 vs. a \$14,293 loss in 2009. We have a total YTD loss for all programs before Building/FIOF Funds of \$9,555 compared to a \$41,067 gain in 2009. As a reminder the Capital Improvements (\$98,692) is just the expense without the income offset from reserves, except for the security system improvements which were approved separately. The YTD loss will increase as normal end of year deferrals in support activity programs occur.
- c. Phase II Building fund had a gain of \$475 for the month of May with an \$11,772 gain YTD. The amount needed to replenish our reserves from the loan pre-payment is \$131,616.
- d. FIOF fund had a gain of \$2,986 for May with a \$49,841 gain YTD.

- e. Financial Stewardship is 86.4 % of budget YTD at 91.7 % of the year. We are 3.3 % behind last year or \$19,868 and \$38,085 behind on budget. Financial Stewardship is 47% of our subsidized program budgeted income.

**Individual Schedules:**

- a. General: Bequests/Memorials includes \$741 that is donor restricted money for school library expenses. This will need to be carried over and donor restricted if not spent by the end of June. Also, Offertory Social Ministry Outreach contributions to external organizations (10% of loose collection) have been made for the year.
- b. Prayer & Worship Monetary Gifts contains \$2,588 of unspent revenue from donor restricted (to Fr. Pat's decisions) contribution from the Hofmann family that will need to be designated and carried over if not spent before the end of June.
- c. School: Regarding tuition, there are currently 13 families delinquent totaling \$19,460 of which 7 families totaling \$14,689 are in hardship. This leaves 6 families with no plan totaling \$4,773 delinquent. (See point 1 under old business regarding tuition for next year.)
- d. Extended Care: Although showing a \$792 loss YTD, A/R (90 days) is \$1,955 as of April 1<sup>st</sup>. The program got a new laptop in May which will be about \$940.
- e. Hot Lunch: The May schedule shows YTD income of \$10,587. As of 6/15 this stands at \$7,438 after processing bills. We expect to purchase an internal water holding tank for less than \$2,000 to solve the "lack of consistent hot water" problem in the main kitchen used by Hot Lunch. Since this program must breakeven, any remaining income will need to be reserved.
- f. Little Brick Church: We expect to spend about \$3,000 to create a concrete Fish Boil pit. The surplus from the next Fish Boil this month should almost pay for this out this year's financial experience. Having approved the concrete pit expenditure via email prior to the committee meeting, the Committee reconfirmed its position on the record to support the project.
- g. Home & School delivered the full budgeted gift to school of \$30,000 for the year, although income from Scrip has fallen short of the plan. Also of note regarding scrip, the tuition credit earned still needs to be recorded prior to the close of the fiscal year. Once the tuition credits are recorded, any shortage in the scrip schedule would result in a reversal of a portion of the profit transferred to Home & School to balance the scrip schedule for the year.
- h. Capital Improvements: Spending incurred in the month included Auction money of \$2,767 and Asbestos abatement on the boiler project of \$2,700. We expect to spend approximately \$2k more on the security system to bring the project total in around the \$5k planned.
- i. School Auction has some (and will have additional) raffle income coming for a raffle held at the Memorial Soccer tournament.

## Old Business

1. School enrollment update for 2010-11: There are currently 198 students registered for next year with K-4 at 21 students. The budget included 206 students, which leaves us currently 8 students short with a \$17k-\$18k impact. Also, Fr. Pat stated he is waiting until the end of the fiscal year to address the policy of whether children with delinquent tuition will be allowed to return to school.
2. The Finance Committee has not received an accounting of how the BOE reduced the budgeted tuition by about \$8,000 without informing the Finance Committee or Parish Council who approved their submitted budget. This was discussed at the May Committee meeting with the request to the BOE through Fr. Pat for the explanation.

## New Business

1. Two questions were raised to the Committee regarding whether we would be willing to accept donations with a restricted designation:
  - a. Are we willing to accept funds designated to be used for “scholarships” to fund youth mission trips? The Committee agreed that assuming formal rules for applying and awarding the scholarships are documented, we would agree with accepting the funds.
  - b. Would we be willing to accept a donation designated for the purchase of a new keyboard, even though one element of the FIOF campaign is designated for this purpose? The committee again agreed that we would accept the funds. These funds would be applied before applying FIOF funds when a new keyboard is ultimately purchased.
2. A question was raised as to whether we ever considered a work / study – tuition reduction program where elementary school students could earn credit through work for reduced tuition. Tom pointed out that minimum age restrictions on obtaining a work permit would preclude us from such a program.
3. Fr. Pat said he was asked by a school family who earned Scrip tuition credit, if they could transfer their credit to another family if they were not returning. The Committee commented that we have not seen the approved rules, but if allowed under the original assumptions, we did not have an objection. Subsequent to the meeting, Tom forwarded information from a January 3, 2009 email from Cliff Shelton stating the proposal was approved by the Parish Council on November 17, 2008. The approved proposal stated, “the rebate dollars will be applied to the families following school year’s tuition for grades K5-7th grade. If the child is in 8th grade, the tuition credit can be allocated to one of two places, the class school gift or given back to the Home and School Association’s budget.”
4. With the fiscal year coming to a close, Bill asked if there are any spending decision that are necessary to act upon. Tom commented that based on our financial position of expenses exceeding income, there are no decisions necessary on discretionary spending. We are completing projects that were already approved, otherwise we are trying to keep spending to a minimum
5. Fr. Pat was asked if we should have any concerns regarding the recent announcement regarding sexual abuse cases dating back to pre-1973. Fr. Pat’s insight from the Archdiocese was that alleged victims have come forward to make

statements but there is no intention of pressing this further. We have posted the letter asking anyone to come forward who has question, insight or concerns in the gathering space and Fr. Pat will ask if the Archdiocese has any issue with us posting the letter on our website. At this point, no other actions appear necessary.

Meeting Adjourned: Approximately 8:10 P.M.

Next Meeting: (There will be no July meeting). Tuesday, August 17, 2010

Respectfully submitted by Jeff Slusar, Finance Committee Secretary

Distribution:

Bill Ahlstrom, Chairperson

Rev. Patrick O'Loughlin, Pastor

Tom Schneider, Director of Adm. & Stewardship

Mike Kuick, Trustee-Treasurer

Janice O'Connor, Accountant

Jeff Menz, Parish Council Liaison

Finance Committee: Glenn Margraff, Jeff Slusar & Travis Adler and [minutes@stmattoc.org](mailto:minutes@stmattoc.org)